VFC Program

Annual Education & Training

OKLAHOMA
State Department of Health
What is VFC?

The Vaccines for Children Program (VFC) provides vaccines at NO cost to eligible children. VFC providers are important partners in making sure VFC-eligible children receive viable, properly stored, and safe vaccines.
Children Birth through 18 Years of Age (under 19 years)

- Medicaid – Eligible (Soonercare)
- No Insurance
- Underinsured
- American Indian/Alaskan Native
Children Age(s) 0 through 18

- **Medicaid Eligible**
  - Children Enrolled in Medicaid
  - Children who have Medicaid as a secondary insurance

- **No insurance**
  - Children who do not have health insurance coverage (self-pay)

- **Underinsured**
  - Underinsured children who have some type of health insurance, but vaccinations are not covered or a child whose insurance covers only selected vaccine (VFC eligible for non-covered vaccines only).

- **American Indian Alaskan Native**
  - Children who are American Indian or Alaskan Native

Underinsured children MUST be referred to a County Health Department, Federally Qualified Health Center (FQHC), or Rural Health Clinic (RHC) to receive VFC vaccines. Private providers cannot give VFC vaccines to these children.
Providers VFC Program Requirements

VFC Provider Agreements Must Be Completed *Every 2 years*

Update primary & secondary contacts or any changes *As needed*

The Provider Profile *Annually*

Vaccine for Children Program & Storage Handling Module *As needed*

You Call the Shots – Web Based Training Module; QA Visit; this webinar *Each calendar year*
VFC Screening & Documentation

VFC eligibility must be documented, and a record maintained for a period of 3 years. This information may be maintained in OSIIS, EMR, or an office log/file.

Screening to determine a child's eligibility to receive vaccines through the VFC Program must take place with each immunization visit.
Record Maintenance

VFC providers must maintain these records for 3 years.

Eligibility Screening

Temperature Logs, DDL downloads, shipping/packing slips, training certificates, etc.

PAPER, EMR, & OSIIS
Vaccine Administration Fee

Effective January 1, 2020, providers who choose to bill for the vaccine administration fee of a non-Medicaid, VFC eligible child after the date of service may issue a single bill to the patient within 90 days of vaccine administration.

Providers should not charge a vaccine administration fee to non-Medicaid VFC-eligible children that exceeds the administration fee cap of $19.58 per vaccine dose.

Non-Medicaid VFC-eligible children may not be sent to collections for unpaid administration fees, and the provider may not refuse to vaccinate an eligible child whose parents have unpaid vaccine administration fees;

For Medicaid VFC-eligible children, accept the reimbursement for immunization administration set by the state Medicaid agency, Oklahoma Health Care Authority.

Providers cannot deny administration of federally purchased vaccine to an established patient whose parent/guardian/individual of record is unable to pay the administration fee.
The National Childhood Vaccine Injury Act

• The NCVIA requires healthcare providers who administer vaccines to provide a vaccine information statement (VIS) to the person getting the vaccine or his or her guardian. A VIS must be provided to view with every vaccination, including each dose in a multi-dose series. Each VIS contains a brief description of the disease as well as the risks and benefits of the vaccine. CDC develops VISs and distributes them to state and local health departments as well as individual providers.

• The NCVIA also requires healthcare providers to report certain adverse events (health effects occurring after immunization that may or may not be related to the vaccine) following vaccination to the Vaccine Adverse Event Reporting System (VAERS).
National Childhood Vaccine Injury Act

Document in the patient’s permanent medical record with the following information:

- Date the vaccine was administered
- Manufacturer and lot number of the vaccine
- Date of the Vaccine Information Statement
- Name, address, and title of the person administering the vaccine
- Date the Vaccine Information Statement was given to the parent/guardian

THE MOST CURRENT VACCINE INFORMATION STATEMENT (VIS) MUST BE PROVIDED TO THE PARENT PRIOR TO VACCINATING! THE PARENT MAY DECLINE TO TAKE THE VIS WITH THEM
Required Visits: QA visit is required at a minimum every 2 years

- Quality Assurance Visit (every 16 to 24 months)
- Unannounced Visit (at program discretion)
  - Follow Up Visit as Needed
  - Follow Up Visit as Needed
What Are Corrective Action & Follow-Up Visits

If inappropriate responses are given to any key questions during the QA (compliance) visit, a corrective action plan must be developed and implemented to correct the situation.

A follow-up site visit may be done by the IFC in 7, 14, 30, 60 or 90 days depending on the subject matter of the non-compliant response.

All Providers MUST comply with the VFC required visits and education requirements.

Signature of the Primary Vaccine Coordinator, Back-Up Vaccine Coordinator and/or Medical Director are required for all site visits.
The Vaccines
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<th>Material Description/Manufacturer</th>
<th>MFR Lot</th>
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Total: 670 670 

$21,956.00

This vaccine was purchased with public (state, local, and/or federal) funds and may be administered only to patients eligible to receive publically-funded vaccine.

If you have questions about your order, or to retrieve a pedigree document for Rx product received on this packing list, please contact your Immunization Program for assistance.
Vaccine appearance is not a reliable indicator that vaccines have been stored in appropriate conditions. For example, inactivated vaccines—even when exposed to freezing temperatures—may not appear frozen, giving no indication of reduced or lost potency.

By following a few simple steps and implementing CDC-recommended storage and handling practices, providers can ensure patients receive high-quality vaccine that has not been compromised.

Maintaining the Cold Chain

- Inspect Temperature Monitoring Device to ensure vaccine is viable upon arrival. (See packaging items/Temp Indicators.)
- Ensure Packing Slip is correct including Provider Name, Vaccine, Lot#, Quantity.
- Place vaccine into continuous monitored storage units.
- Receive vaccine shipment into OSIIS (may take up to 24 hours to receive).
- Keep packing slip for records (see packing slip).
- No borrowing is allowed between VFC and private stock vaccines.
What kind of refrigerator should I use?

Household, consumer-grade units
- Freezerless
- Dual-zone

Pharmaceutical-grade units
- Under-the-counter
- Full-sized

Dual-zone unit is acceptable for refrigerated vaccine storage only – do not use freezer compartment.

*National Institute of Standards & Technology, 2011*
Dormitory-style Freezer-Refrigerator

- NOT recommended for vaccine storage
1. Remove all drawers and bins. Vaccines should not be stored in refrigerator doors, drawers, or bins.

2. Put a few water bottles in areas where vaccines will not be stored.

3. Use a calibrated thermometer to ensure accurate temperatures. The thermometer must have a glycol-encased probe. The digital monitor must display CURRENT, MIN, and MAX temperatures. Place the probe in the center of the refrigerator, near the vaccines.

4. Attach the monitor to the outside of the refrigerator, either on the door or on the side.

Place on outlets & on the breaker box.
(highlight switch within box)
TEMPERATURE MONITORING

WHAT IS A COMPLETE TEMPERATURE LOG?

- Document the Minimum and Maximum temperature.
  Document the exact temperature on the temp log. **Do not use an x!**
  - If you use a Data Logger, you must still monitor and record temps twice daily.

- Record the min/max temperature of each day preferably each morning.
  Making sure to clear the min/max each day.

- Use detailed explanations of any out-of-range temperatures & what was done to correct the issue.

- Make sure to also record:
  - The time of the reading.
  - The name or initials of person assessing.
  - Record the reading.

Complete Temperature Logs
TEMPERATURE MONITORING

You should have an appropriate thermometer with current Certificate of Calibration for each unit and a back up thermometer that is not in use.

Temperature logs must be emailed/faxed to your IFC by the 5th of the month.

If there is documentation on the reverse side make sure you fax that side of the log also.

Please make sure your Facility name and VFC PIN # are on each page.
IN THE EVENT OF TEMPERATURE EXCURSION

QUARANTINE: Bag vaccine and label “DO NOT USE”

STORAGE: Store bagged vaccine under proper conditions

IFC: Contact IFC or State Immunization office for assistance

MANUFACTURER: Will be contacted by Immunization Services at the Central Office

DOCUMENT: Document the excursion and all actions taken

REPORT: Complete Oklahoma Vaccine Incident Report

DO NOT USE

This can be stored in the drawer of the refrigerator

IFC Contact: Jane Doe (405) 000-1234 or email

IF VACCINE IS DEEMED NON-VIABLE COMPLETE VACCINE RETURN FORM IN OSIIS
2022 VFC Vaccine Storage Incident Report (VSIR)
(For use when vaccine has been exposed to out-of-range temperatures. See VSIR Decision Tree)

Name of Clinic: _____________________________ Date of Incident: _____________________________

VFC Pin # ____________________ Phone # ____________________ Assigned ____________________________

Contact Name ____________________________ Direct Phone # ____________________ Email _______________________

1. **Correct the situation.** Adjust temperature control as appropriate, shut the door, plug in the refrigerator/freezer or transfer vaccine to a working storage unit with temperatures in the correct range and monitored by a data logger with a current certificate of calibration. **Contact Immunization Field Consultant (IFC) or if IFC is unavailable contact Immunization Service at 405.426.8580.**

2. **Quarantine the vaccine.** Bag and label the vaccine “DO NOT USE” so the vaccine is not administered until a response has been received from Immunization Service. Keep the vaccine stored in a VFC approved storage unit at **required** temperatures until viability is determined by Immunization Service. Do not automatically discard the affected vaccine.
Before submitting your VSIR be sure to include:

- Completed 3-page Vaccine Storage Incident Report (VSIR)
- VFC Pin Number
- Data-logger temperature readings for entire excursion period (from all storage units involved)
- Daily temperature logs for entire excursion period (from all storage units involved)
- Any other related documents
- Provider must sign the report on page 3 of VSIR

**VSIRs will not be processed if all required documents are not submitted.**

Fax or e-mail the completed documents to your Immunization Service Field Consultant.
Routine Vaccine Storage & Handling Plan

Complete the following checklist and forms and store this information in an easily accessible area near the vaccine storage unit. See the Vaccine Storage and Handling Plans chapter for details.

Checklist of Resources for the Routine Vaccine Storage and Handling Plan

- Up-to-date contact information
  - Primary and alternate (back-up) vaccine coordinators
  - Local and state health department immunization programs
  - Manufacturers of vaccines in your inventory
  - Refrigerator and freezer maintenance and repair companies
  - Vaccine storage unit alarm company (if applicable)
  - Sources for packing materials, calibrated temperature monitoring devices, and portable refrigerators/freezer units or qualified containers
- Descriptions of the roles and responsibilities of the primary and alternate (back-up) vaccine coordinators
- Policy on education and training for facility staff
- Summaries of the storage requirements for each type of vaccine and diluent in your inventory
- Protocols for vaccine storage unit temperature monitoring
- Protocols for vaccine storage equipment maintenance
- Protocols for the correct placement of vaccines within storage units
- Protocols for responding to vaccine storage and handling problems
- Protocols for vaccine/diluent inventory management
- Protocols for receiving and unpacking vaccine/diluent deliveries
- Protocols for transporting vaccines/diluents to off-site/satellite facilities
- Protocols for handling vaccines/diluents prior to administration
- Protocols for proper disposal of vaccines, diluents, and supplies
- Samples of the forms used in your vaccination program

Date Updated: 
Name: 
Signature: 
Title: 

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Review & Update ANNUALLY regardless of changes!

Update any time there is a key staff change!
Emergency Vaccine Retrieval and Storage Plan Worksheet

In advance of an emergency, complete the following checklist and forms and store this information in an easily accessible area near the vaccine storage units. See the Vaccine Storage and Handling Plans chapter for details.

Checklist of Resources for the Emergency Vaccine Retrieval and Storage Plan

- Designated primary and alternate (back-up) vaccine coordinators with emergency contact information
- Emergency staff contact list in order of contact preference
- Specifications of vaccine storage unit (type, brand, model number, serial number)
- Alternate vaccine storage facility(ies)
- Written protocols, vehicles, and drivers for transporting vaccines to and from alternate vaccine storage facility(ies)
- Written instructions for entering your facility and vaccine storage areas in emergency if building closed. Instructions should include building security/after-hours access procedure, floor diagram, and locations of the following:
  - Alarms (including instructions for use)
  - Doors
  - Flashlights
  - Spare batteries
  - Light switches
  - Keys
  - Locks
  - Circuit breakers
  - Packing materials
- Calibrated temperature monitoring devices
- Portable refrigerators and freezers
- Qualified containers
- Appropriate packing materials to safely transport or temporarily store vaccines
- Written protocol for vaccine packing refrigerated vaccines
- Written protocol for vaccine packing frozen vaccines
- Written protocol for vaccine transport
- Written protocol for appropriately storing vaccines at alternate storage facility
- Up-to-date list of manufacturers’ telephone numbers

Date Updated | Name | Signature | Title
-------------|------|-----------|------

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Transporting Refrigerated Vaccine

Guidelines for vaccine transport and short-term storage

- The procedure below for packing vaccine will keep all vaccines (except varicella vaccine) within recommended temperatures for 12 hours during transport and/or storage at room temperatures (inside a car, building, etc.). It will also maintain recommended temperatures if the cooler is exposed to outside temperatures as low as -4°F for one of those 12 hours.
- If the vaccine will be stored in refrigerators after transport, be sure those refrigerators have maintained temperatures between 35°F and 46°F for at least 3 to 5 days.

Assemble packing supplies

1. Cooler. Use hard plastic Igloo-type coolers. Attach a "Vaccine: Do Not Freeze" label to the cooler.
2. "Conditioned" cold packs. Condition frozen gel packs by leaving them at room temperature for 1 to 2 hours until the edges have defrosted and packs look like they've been "swelling." Cold packs that are not conditioned can freeze vaccine. Do not use dry ice.
3. Thermometer. Prepare the thermometer by placing it in the refrigerator at least 2 hours before you pack the vaccine.
4. Packing material. Use two 2-inch layers of bubble wrap. Not using enough bubble wrap can cause the vaccine to freeze.

Pack vaccine

1. Cold packs
   Spread conditioned cold packs to cover only half of the bottom of the cooler.
2. Bubble wrap
   Completely cover the cold packs with a 2-inch layer of bubble wrap. Then, place the thermometer/probe on top of the bubble wrap directly above a cold pack.
3. Vaccine
   Stack layers of vaccine boxes on the bubble wrap. Do not let the boxes of vaccine touch the cold packs.
4. Bubble wrap
   Completely cover the vaccine with another 2-inch layer of bubble wrap.
5. Cold packs
   Spread "conditioned" cold packs to cover only half of the bubble wrap. Make sure that the cold packs do not touch the boxes of vaccine.
6. Form & display
   Fill the cooler to the top with bubble wrap. Place the thermometer's digital display and the Return or Transfer of Vaccines Report form on top. It's ok if temperatures go above 46°F while packing.

As soon as you reach the destination site, check the vaccine temperature. If the vaccine is:
- Between 35°F and 46°F, put it in the refrigerator.
- Below 35°F or above 46°F, contact your VFC Rep or the VFC program immediately at 1-877-241-8812. Then label the vaccine "Do Not Use" and put it in the refrigerator.
Vaccine loss due to neglect or negligence or unaccounted for vaccine, each dose will be paid back dose-for-dose.

Please be aware of your vaccines, we do not want this to happen to you! But if it does, we’re here to help you!

In the event affected vaccine has been administered to patients, a re-vaccination process will be put in place. The Central Office of the Immunization Service will assist and guide this process.
Top 10 Issues with Vaccine Stock

- Not capturing VFC eligibility in OSIIS when recording the administered shots
- Adding shots in OSIIS but not administering them. (OSIIS report is available)
- Failure to rotate stock (check your expiration dates)
- Thermometer probe should be placed on center shelf, away from back of refrigerator or freezer.
- Do Not store food or drink in with your vaccines!
- Biologicals should not be stored with vaccines
- Not clearly identifying your VFC Stock and Private Stock
- Not accepting shipments in OSIIS in a timely manner
- Not checking Lot #’s and invoices on received shipments
- Multiple open boxes of same vaccine
Document ALL administered vaccines into OSIIS within 24 hours of administration.

Use OSIIS to update your clinic profile for any
Staff changes
Address changes
Office hours change
New storage unit or
Moving storage Unit
Current Ordering Guidance
• As of 05/13, all providers can create and submit normal vaccine orders in OSIIS every 7 days! Normal vaccines are non-flu and non-covid vaccines.
• Reducing minimum number of days between orders from 14 to 7 will ensure providers have enough inventory and save time on forecasting and ordering activities.
• The reconciliation requirements stays the same: maximum number of days since last closed reconciliation is 14 days.

Check your emails! New updates are always being sent from your IFC! If you are not receiving them, make sure your information is updated in OSIIS!

Please see below an example on how this change will allow to place vaccine orders more often:
- 1st order of the month: June 2 (0 days since last closed reconciliation and 7 days since last order) – close reconciliation and submit order
- 2nd order of the month: June 9 (7 days since last closed reconciliation and 7 days since last order) – submit order
- 3rd order of the month: June 16 (14 days since last closed reconciliation and 7 days since last order) – close reconciliation and submit order.

If you have additional questions, reach out to your IFC or OSDH Vaccine Help - VaccineHelp@health.ok.gov.
The number of vaccines administered to children has dropped considerably in the United States during the COVID-19 pandemic, according to a report released by the Centers for Disease Control and Prevention (CDC).

The decline appears to have rebounded somewhat among children under the age of 2 years, but it has left millions of children of all ages at increased risk for developing measles, meningitis, pertussis (whooping cough) and other vaccine-preventable diseases, health officials warn.

That risk will grow as states continue to relax their social distancing requirements. Catch up for those vaccinations often takes time, and with these continued delays we’re worried about herd immunity and vaccine coverage for the population.

Please consider placing your Back-To-School VFC Vaccine order in June/July, and if you are interested in doing a VFC Vaccine recall to bring your Children/Clients up to date on their vaccinations that are required to attend school please let us know.
For any other questions, comments, or accolades:

- Immunizations Central Office (405) 426-8580
- Vaccines For Children Program VFChelp@health.ok.gov
- Your designated county Immunization Field Consultants (IFC)
- VFC Program Manager Myka Saltsman (405) 312-1054
Thank you for attending!